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# Criteria and Procedures for the Promotion and Tenure of Library Faculty

Library Promotion and Tenure Committee

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**University of New Hampshire**

**Criteria and Procedures for the Promotion and Tenure of Library Faculty  
University Library**

**Prepared by the Library Promotion and Tenure Committee**

**2017**

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## Introduction

The University of New Hampshire Library Faculty is committed to making faculty appointments that enhance the quality of the University Library and the profession. Important considerations include the individual's record to date in primary professional responsibilities, scholarship, and service; the potential for professional growth in each of these areas; and the potential for collaboration with colleagues and students that enhances their academic work and attracts other outstanding faculty to the University Library.

The award of tenure provides an indefinite appointment, and therefore it is essential to evaluate and judge the likelihood that faculty, once tenured, will continue to develop professionally and contribute to the Library's and the University of New Hampshire's (UNH) missions at a high level for the duration of their time at the University. The individual's activities and accomplishments throughout their career in librarianship, both at other institutions and at UNH, are considered in the promotion and tenure process; greater weight is put upon those activities done while at the University Library. The process will examine and evaluate the progression of a career and the trajectory of interests and expertise as well as specific activities and contributions while at UNH.

The required academic qualifications for tenure-track faculty positions at the time of application for promotion and/or tenure are: 1) a master's degree from a program accredited by the American Library Association or its equivalent from a non-U.S. national library organization and 2) a second advanced degree from an accredited institution of higher education, awarded before the Library Promotion and Tenure Committee (LP&TC) votes on the candidate's application for promotion and/or tenure.

In matters of promotion and tenure, the faculty follows current approved university policies and procedures, promotion and tenure narrative statements, and the current Collective Bargaining Agreement (CBA). These guide candidates in preparing the application and faculty in evaluating the application. In terms of the usual tenure evaluation criteria of teaching, scholarship, and service, primary professional responsibilities is the equivalent to the teaching category in librarians' evaluations.

The processes and criteria contained in this document shall be applied to all tenure-track library faculty effective June 1, 2017.

## Criteria for Promotion and/or Tenure

### Primary Professional Responsibilities

For promotion and tenure, a library faculty member is expected to have demonstrated excellence in the areas of expertise in librarianship applicable to the candidate's appointed position, which may include, but is not limited to, the following:

- analyzing faculty, student, and community research needs and matching appropriate information resources to these needs
- developing and maintaining knowledge of information resources in the faculty member's area of expertise, as well as an awareness of the broader information ecosystem
- developing and applying knowledge of use of collections to effectively manage resources and increase the value of collections for users' research, teaching, and learning needs
- leveraging knowledge of scholarly communication to provide resources for users' research, teaching and learning needs
- supporting and responding to emerging technology developments in order to preserve and enhance access to resources
- supporting content discovery and sustaining access to information
- managing, organizing, and evaluating data and information to align with user content discovery behavior
- advancing the Library's and University's missions through program leadership and initiatives
- developing learning materials and methods of presentation
- providing expert assistance with and interpretation of the mechanics of intellectual property and authors' rights
- building and integrating complex information technology systems and structures in support of the Library's and University's missions
- applying and promoting information literacy standards and concepts
- enabling the creation of new content and managing and preserving that content
- innovating or implementing emerging technologies that provide enhanced support for the mission of the Library or University

Evidence to support accomplishment in one's primary professional duties may include, but is not limited to, the following:

- signed, written communication from solicited and unsolicited references and external reviewers
- statements of self-assessment from the faculty member's narrative
- LP&TC's annual review letters to the Dean of the University Library (Dean)
- administrative annual reports from library units, committees, or working groups in which the candidate served and contributed, if provided by the candidate
- products of activities done as part of primary professional responsibilities (presentation software slides, reports, handouts, research guides, manuals, workflows, video or audio

- recordings, etc.)
- direct observation of performance by peers and the Chair of the Library Faculty
- signed letters of thanks, awards, etc.

## **Teaching**

Teaching for-credit courses for UNH or other accredited institutions of higher education may be part of a library faculty member's activities. Where the candidate has taught or co-taught for-credit courses, assessment of the effectiveness of that teaching may be taken from one or more of the following unranked sources:

- student evaluations of teaching
- course syllabus or other materials related to the course organization and content
- observations of class(es) by the Chair of the Library Faculty, unit head, or other designated faculty member
- signed, written communication from a representative from the college, school, program, or other agency responsible for the course
- signed, written communication from enrolled student(s) who completed course
- signed letters of thanks, awards, etc.

## **Scholarship**

Scholarship refers to the consistent and successful dissemination of expertise as evidenced by publication, presentation, grant funding, and other academic and creative activity that enhance the understanding of and practice in the field of librarianship or in other academic or professional areas. The LP&TC places greater emphasis on scholarship activities conducted since the candidate's date of hire at UNH or last promotion. An affirmative evaluation of a faculty member's scholarship by his/her peers indicates that he or she is recognized as contributing positively and significantly to the Library's and the University's reputation.

The diverse nature of academic librarianship encourages a wide variety of scholarly activity, including work in other fields and areas of study. The attainment of a master's or doctoral degree, along with the master of library science degree, affirms expertise in both breadth and depth that should allow for original research and dissemination in either field. Successful scholarship activities will inform the candidate's effectiveness as a faculty librarian.

Scholarship is evaluated by both quality and quantity. Both individual and collaborative scholarship (including comparable creative and/or professional activity) are valued, with neither preferred over the other. While at various points in a faculty member's career scholarship may analyze previous research, present new and innovative research or techniques, or relate historical events or approaches in one's field, promotion to full professor is marked by a distinctive and authoritative body of work that is recognized as a significant contribution nationally or internationally.

Factors taken into consideration when assessing scholarship include but are not limited to (unranked):

- in what respects the candidate's activity has advanced insight or knowledge in his/her discipline, and in what respects the activity has benefited the University Library, University, or academic community
- the degree or extent of contribution to the activity
- originality or creativity in research and content of work
- in what form and for what audience was the work published, considering in addition:
  - degree of dissemination (e.g., local, state, national, international) as determined by the publication source and/or by citation
  - nature of the work
  - reputation of the publisher
  - reputation of the editorial board and policy
  - distribution methods, including open access
- In what form, other than publications, was the work disseminated (e.g., lecture, grant, consulting activity), considering in addition:
  - nature of the audience (e.g. professional librarians, students, faculty, general public, K-12)
  - institution or agency (private, public governmental, etc.)
  - degree of dissemination (i.e., local, state, national, international)
- critical reviews of the work and the credentials of the reviewer
- the level of impact and/or influence on the audience
- additional degrees, honors, awards, or other recognition for scholarly activity

Some forms of scholarship carry stronger weight in consideration. Peer-reviewed scholarship in all cases outweighs non-peer-reviewed scholarship. Scholarship published in commercial/subscription and open access venues will be evaluated similarly. In general, scholarship outlets are weighted in order as follows, but are also subject to the factors listed above:

- authorship/coauthorship of a published book
- authorship/coauthorship of a published manual, article, or chapter
- editorship/coeditorship of a published monograph or thematic journal issue
- authorship/coauthorship of an article-length review (book, digital resource, etc.)
- presentation at a state, regional, national, or international conference, professional meeting, forum, etc.
- participation in a conference panel as a presenter (moderation of panel is regarded as service)
- preparation of a successful grant proposal that demonstrates scholarly effort in the writing and research
- authorship/coauthorship of a publicly-accessible digital resource (software or code, web site, blog, etc.) beyond the University
- consulting, evaluating, advising, or similar professional activity within the university

community or with other organizations that results in a tangible output of scholarship

Finally, the candidate's growth as a scholar is taken into consideration in evaluation. The candidate's activities should show a steady progression or developing focus in expertise and selectivity of dissemination throughout the period before their application for promotion and/or tenure.

Evaluation of the effectiveness and reception of the candidate's scholarship will be based on a variety of sources, including, but not limited to, the following:

- signed, written evaluation from external reviewers
- signed, written evaluation in solicited letters by references
- citations in other sources (e.g., journal articles, citation databases, bibliographies, etc.)
- metrics, such as views, downloads, or mentions in social media and news media
- successful funding of grant requests
- awards and/or nominations for awards
- evidence of acceptance of an unpublished, peer-reviewed work

### **Service and Outreach**

Active participation in library and university service and in state, regional, national, or international professional organizations is an important factor in the life of a library faculty member. Service includes contributions to the institution, profession, or community, especially when such activity helps shape professional or academic policies and/or serves the university community.

It is expected that the scope and significance of service activities will increase with experience and academic rank, and that engagement will continue after promotion and/or the award of tenure. Service that results in impacts on issues within the institution, profession or field will factor more heavily in consideration of promotion and/or tenure. The candidate should aim for progressively more active and responsible positions and should seek to serve on groups or in organizations of progressively greater reputation or influence. Leadership activities will count more heavily than other forms of participation in all service.

Service to the Library, University, profession, and community may include, but is not limited to, the following:

- membership, participation, and leadership in University Library elected and appointed service
- membership, participation, and leadership in service activities at the UNH or USNH level
- participation, and leadership in one or more state, regional, national or international professional associations
- initiative in the development of individual service opportunities
- other relevant participation at the university level or in the profession or community



- outreach of a professional nature to the citizenry of New Hampshire

Examples of service activities (representative and unranked) include, but are not limited to, the following:

- contributions to institutional projects in the Library and/or the University
- chairing committees and holding offices at any level
- leadership in conference programs, institutes, and workshops
- service on boards or committees of state, regional, or national professional organizations
- professional advising and consulting activities
- editing, editorial board service, refereeing journal articles, or contributing editorial services for professional journals, series, or compilations
- moderating professional communications, such as email lists, blogs, etc.
- organizing symposia or conferences
- moderating forums, panel presentations, workshops, etc. (without actually presenting)
- participation in a grant-funded project or advisory board
- innovating or implementing emerging technologies that provide enhanced support for the mission of the Library or University outside of one's primary professional responsibilities

Evidence to support accomplishment in one's service activities may include, but is not limited to, one or more of the following:

- a record of membership, participation, and leadership on library and university groups, in elected offices, or in local, regional, national, or international professional associations
- solicited and unsolicited signed written communications from library, university, and professional colleagues indicating that the candidate has engaged in active service, the quality and quantity of that service, and whether potential for continued contribution and leadership was demonstrated
- signed, written evaluations from external reviewers
- signed letters of thanks, awards, etc.

## **Criteria for Promotion to Specific Ranks**

The general qualifications expected for promotion to a given academic rank are the same as those expected for initial appointment to that rank.

### **Assistant Professor**

Promotion to this rank shall require a master's degree from a program accredited by the American Library Association or its equivalent from a non-U.S. national library organization, demonstrated potential to practice librarianship in an academic environment with undergraduate and graduate students, faculty and the general public as clientele; and potential to be effective in scholarly research/creative activity and service as evidenced through documentation of pre-professional activities and/or professional employment.

### **Associate Professor**

Promotion to this rank shall require an additional advanced degree from an accredited institution of higher education, evidence of substantial professional contributions to the Library and to the institution as well as attainment of a high level of performance and increasing competence in library and faculty activities, in scholarly undertakings, and in other professional endeavors. It is expected that by this point faculty members, through their scholarly and service activities, will be developing a reputation which extends beyond the local level. It is also expected that faculty members at this stage will show evidence of readiness to mentor newer faculty members and colleagues.

Because of the senior nature of this rank and the privilege of tenure normally attached to it, positive recommendations should be made only for those individuals who have demonstrated distinctive value to the University and who possess outstanding capability for further development and contributions.

### **Professor**

Promotion to the rank of full Professor shall require outstanding achievements in library and faculty activity, in scholarly undertakings, and in other professional endeavors. Particular attention will be paid to the candidate's professional stature, both within the University and in the academic community at large. External reviewers will need to document that the faculty member is a recognized leader and that his/her scholarly and creative activities meet the highest standards in the profession, within his/her area of concentration. Scholarship should demonstrate a cohesive body of research and the individual should have an evident national or international reputation for knowledge in this area. Notable service contributions at the regional, national, or international levels are expected.

## **Process for the Recommendation of Promotion and/or Tenure**

### **Determination of Readiness**

- 1) A tenure-track faculty member must be prepared for final promotion and/or tenure case review by the date stipulated in his/her written letter of appointment (including any amendments or changes permitted by the CBA). Promotion and/or tenure proceedings will be automatically initiated in the year preceding the faculty member's final contractual appointment year unless an extension occurs under the provisions of the CBA. Full-time service at the rank of Instructor will count toward the maximum of six years of full-time service for promotion beyond the rank of Assistant Professor.
- 2) Candidates may gauge their own readiness as expressed in written annual reviews submitted to the Dean by the LP&T Committee. Third and fifth year annual reviews will put an emphasis on readiness and clearly delineate areas of concern, if any, in the faculty member's record.
- 3) If a candidate in the third year shows inadequate progress or an inability to complete the requirements in the remainder of the contracted time, such findings will be transmitted by the LP&TC in its review to the faculty member and the Dean.
- 4) A tenure-track faculty member may request to apply for promotion and/or tenure earlier than the date stipulated in their letter of appointment. The faculty member is strongly encouraged to consult with the chair of the LP&TC and the Chair before requesting early consideration. The promotion and/or tenure process will be conducted with the same procedures and applying the same criteria for an early application as for a full-term application. A negative decision on the part of the LP&TC in an early application will not affect the candidate's previously-set promotion and tenure timeline. The tenure-track faculty member will notify the LP&TC chair of their intent to come up for early consideration for promotion and tenure no later than June 1<sup>st</sup> of the year preceding their desired promotion and/or tenure decision.
- 5) Application for promotion to Professor may be made at any time after the attainment of the rank of Associate Professor. A negative decision on the part of the LP&TC will not affect the candidate's current rank, and the candidate may re-apply for consideration of promotion in another year.

### **Composition and Role of the Library Promotion and Tenure Committee**

- 1) The LP&TC is composed of all full-time, tenured library faculty regardless of rank. Faculty on sabbatical leave during the period of evaluation will not serve on the committee. In accordance with the Library Faculty Bylaws, a chair shall be selected to serve a two-year term.
- 2) Committee functions include:
  - a) Assist tenure-track faculty in interpreting library promotion and tenure (P&T) guidelines and criteria

- b) Discuss and write annual reviews for tenure-track faculty in accordance with university and library P&T guidelines and criteria
  - c) Discuss and write post-tenure reviews for tenured faculty in accordance with post-tenure review guidelines and criteria
  - d) Select a case committee (of no fewer than three members) for tenure-track faculty member's promotion and/or tenure evaluation
  - e) Review library P&T guidelines and criteria on a regular basis and recommend changes in accordance with the CBA and university practices
- 3) For consideration of an individual promotion and/or tenure case, the LP&TC shall select a case committee consisting of at least three members of the LP&TC. All full-time, tenured library faculty who hold the rank of professor or associate professor are eligible for service on the case committee. In addition, the Chair shall serve as a non-voting member of the case committee. The process of forming such case committees shall be completed by June 30<sup>th</sup> of the preceding year (e.g if coming up for final review in June 2020, notification will be given by June 30, 2019), and members of the case committee shall serve a term of one year.
  - 4) For consideration of promotion of an associate professor to the rank of full professor, the LP&TC will request library faculty who hold the rank of professor to serve on the candidate's case committee. If there are fewer than three full professors eligible to serve, the remainder will be chosen at random from the LP&TC.
  - 5) In cases where there are fewer than three tenured library faculty who are qualified to serve on a case committee, the LP&TC, in consultation with the Dean, may choose appropriate faculty from outside the University Library to serve on the case committee.
  - 6) In case of a disputed promotion and tenure finding, a review panel of three members shall be designated by the Dean from among those members of the LP&TC not currently serving on the related case committee. In cases where there are fewer than three tenured library faculty who are qualified to serve, the Dean may, in consultation with the LP&TC, choose appropriate faculty from outside the University Library to serve on the panel.

## **Process and Schedule**

The process for promotion and/or tenure of library faculty will first follow the processes delineated in the current CBA Appendix B, and in the current Procedures and Criteria for Promotion and/or Tenure and the Instructions for Preparing the Promotion and Tenure Statement, both issued annually by the Office of the Provost and Vice President for Academic Affairs. Library procedures beyond those specified in those documents are written by the LP&TC, and approved by a vote of the Library Faculty, the Dean, and the Provost.

- 1) An annual review of each untenured tenure-track faculty member will be conducted by the entire LP&TC, with one member or a subcommittee of two or three members, excluding the Chair, selected to draft a written evaluation. This evaluation, once accepted by the entire LP&TC, will be addressed by the chair of the LP&TC to the Dean, with a copy sent to the tenure-track faculty member and the Chair. The Chair and the Dean will work to produce a written response to the faculty member in accordance with the CBA.
- 2) The annual reviews of untenured tenure-track faculty are conducted starting with the first full year of full-time service after their start date. Tenure-track faculty may, if they wish, submit

documentation for an informal annual review prior to their first full year of service. Such a review will be conducted by the LP&TC alone.

- 3) The tenure-track faculty member will provide documentation, including a self-evaluation and curriculum vitae, to the LP&TC by a date determined each year by the chair of the LP&TC.
- 4) The third-year review of an untenured tenure-track faculty member will be of greater depth than previous annual review. It will evaluate not only the candidate's record in primary professional responsibilities, teaching, scholarship, and service up to this point, but will recommend measures to be taken in the next years to build the strongest possible case for promotion and/or tenure.
- 5) The LP&TC will select a case committee before a candidate is scheduled for final evaluation, no later than June 30<sup>th</sup>. No fewer than three full-time, tenured library faculty members, randomly determined, shall comprise the case committee for any given candidate. In addition, the Chair shall serve as a non-voting member of the case committee. Any LP&TC member who feels they cannot consider a candidate fairly and without prejudice is expected to recuse themselves from duty; another committee member will be randomly determined to serve in the recused individual's place.
- 6) The candidate is responsible for assembling the following materials and transmitting them to the chair of the case committee in accordance with the established schedule:
  - a) complete and current curriculum vitae
  - b) a list of at least two external evaluators, at or above the rank for which the candidate has applied, who can speak to the candidate's eligibility for promotion and/or tenure particularly in the area of scholarship. The candidate will obtain the external evaluators' agreement to participate in the case before their names are presented to the LP&TC. Three other external evaluators, also at or above the rank the candidate is applying for and unknown to the candidate, will be selected by the case committee.
  - c) a list of between 12-18 professional references who can speak to the candidate's effectiveness in the areas of primary professional activities, teaching, scholarship, and service
  - d) copies and/or links to all publications
  - e) annual reports
  - f) narrative sections as prescribed in the *Promotion and Tenure Narrative Section Rev. per VPAA Statement 9/99*.
  - g) other documents to support case (presentations, letters, student evaluations, etc.)
- 7) The case committee is encouraged to use digital versions of documents and digital transmission of those documents in its work. This includes, but is not limited to, email, PDF and editable text documents, the University's institutional repository(ies) and file-sharing capabilities, and other collaborative digital formats and services as appropriate. Formal communications, such as email requests to external reviewers and references, should be followed up with a written letter on letterhead. Letters of evaluation from external reviewers and from references may be initially received by email but must be followed up by a copy on letterhead from the sender's own institution.
- 8) The case committee and the candidate will write their respective narrative portions and provide evidence in accordance with the *Promotion and Tenure Narrative Section Rev. per VPAA Statement 9/99*.

- 9) Respecting the privacy of the faculty, all deliberations of the LP&TC are confidential. Discussions pertaining to an individual's record or portfolio should be among tenured faculty members only.
- 10) The case committee represents the entire LP&TC, and is delegated by the LP&TC to write the evaluative sections of the candidate's Promotion and Tenure Statement, solicit, and arrange evidence for the portfolio appendices (e.g., letters, scholarship, teaching evaluations, annual reports, etc.), and vote to recommend or not recommend promotion and/or tenure on its behalf. The case committee will, upon completion of all narrative and evaluative portions, appendices and assembly of the portfolio, vote whether to recommend the candidate's promotion and/or tenure. Case committee members will then record the numerical vote and sign the final document in triplicate to witness the vote. Copies of the completed and signed portfolio will then go to the Chair of the Library Faculty, the Associate Dean, and the Dean for their review.
- 11) The Chair's role in the process is described in Appendix B of the current CBA, and in the *Library Faculty Bylaws*.
- 12) The candidate will be notified of the progress and recommendation of their promotion and/or tenure case by the steps and people named in Appendix B of the current CBA and by the dates mandated therein.

Approved by the Library Promotion and Tenure Committee 02/06/2017

Chair, Library Promotion and Tenure Committee (signed) 04/17/17

Approved by the Library Faculty 02/23/17

Chair, University Library Faculty (signed) 4/18/17

Approved by the Dean of the University Library (signed) 4/19/17

Dean, University Library

Approved by the Provost/Vice President for Academic Affairs (signed) 6/6/17

University Provost/Vice President for Academic Affairs